

23 AUG 1985

MEMORANDUM FOR: Deputy Director of Security, PAS

FROM:

Acting Deputy Chief, Physical Security Division

SUBJECT: Industrial Security Seminar Planning

1. Immediately following the Industrial Security Seminar for OL sponsored contractor representatives held in June 1985, room 1A07 Headquarters was reserved for 17, 18 and 19 December 1985. These dates, the only three consecutive days available in October, November and December after DDO identified their requirements, were locked-in for the next Industrial Security Seminar for OD&E sponsored contractor representatives.

2. In a recent conversation, you expressed concern about the proximity of the December dates to the Christmas holiday season. At your suggestion, I explored available dates for room 1A07 in January and February 1986. The only three consecutive day period covering Tuesday, Wednesday and Thursday still open is 11, 12 and 13 February. Monday, Tuesday and Wednesday are available from 20-22 January and 24-26 February. Experience has indicated the Tuesday - Thursday period is more suitable for contractor personnel travel.

3. Since room 1A07 is heavily subscribed, I reserved 11, 12 and 13 February 1986 for the Physical Security Division. Your early decision on whether to conduct the next seminar in February would be appreciated. When your decision is indicated, I will release the other dates for OT&E scheduling requirements.

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REMARKS

To - As we discussed -

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